



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT OHIO

P.O. BOX 3990

COLUMBUS, OHIO 43218-3990

NAVCRUITDISTOHIOINST 1601.3A

01

8 OCT 2014

NAVCRUITDISTOHIO INSTRUCTION 1601.3A

From: Commanding Officer, Navy Recruiting District Ohio

Subj: COMMAND WATCHBILL PROCEDURES

Encl: (1) Command Duty Officer Personnel Qualification
Standards (PQS)

1. Purpose. To establish the policies, procedures, and responsibilities required for promulgating watchbills and standing watches at Navy Recruiting District (NRD) Ohio.
2. Cancellation. NAVCRUITDISTOHIOINST 1601.3.
3. Discussion. As a Department of Defense activity, it is imperative that Navy Recruiting District Ohio be accessible 24 hours a day. A watch with a readily available point of contact and standardized procedures is required to meet this obligation and handle routine and emergency situations that may arise after normal working hours. Additionally, a responsible Duty Driver is required for scheduled and unscheduled transportation needs.
4. Responsibilities.
 - a. The Executive Officer (XO) has the overall responsibility for the watch organization.
 - b. Ensure the district maintains a 24-hour Command Duty Officer (CDO) watch that can be reached by cellular phone.
 - c. The Senior Watch Officer (SWO) will:
 - (1) Be pay grade E-8 or above, appointed in writing by the Commanding Officer.
 - (2) Report via Command Master Chief (CMC) to the XO.
 - (3) Designate qualified NAVCRUITDIST HQ personnel as CDO using CDO PQS (enclosure (1)).

(4) Approve NRD Ohio CDO/Duty Driver Watchbill.

(5) Designate an E6 and above for the CDO position (exemption to CDO: SWO, E-8/E-9s). All personnel who have been on board for at least six months, with at least 12 months remaining before PRD/EAOS are required to be CDO qualified.

(6) XO will chair the CDO Qualification Boards. The SWO may substitute as Chairperson when needed or Chairperson (must be a qualified CDO, O2 and above) may be delegated by the SWO when necessary. The SWO shall provide board guidance on all boards chaired in his/her absence.

(7) Promulgate a CDO/Duty Driver Watchbill. Each CDO/Duty Driver watch will be one week in length.

(8) Maintain the CDO Binder, ensuring all pertinent information and instructions are current and relevant. At a minimum, this binder will contain:

(a) Current NRD Ohio CDO/Duty Driver Watchbill.

(b) A copy of the current watchbill procedures.

(c) Current telephone directory for NRD Ohio, Navy Recruiting Region EAST, and Navy Recruiting Command.

(d) Command Cell Phone Directory.

(e) Recall Roster for the command's personnel.

(f) Special Incident Reporting directions and voice message templates for OPREP-3 PINNACLE, NAVY BLUE, and UNIT SITREP reports.

(g) Current Plan of the Week (POW).

(h) Current Anti-Terrorism/Force Protection Plan.

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(9) Conduct CDO/Duty Driver training on a quarterly basis. Training is mandatory for all Watchstanders and Duty Drivers.

(10) Publish the CDO/Duty Driver Watchbill, and ensure all watchstanders adhere to this instruction and conduct routine inspections of the command duty vehicle.

d. The CDO watch will commence on the first working day of each week at 0900 and will terminate on the first working day of the following week at 0900.

e. CDOs and Duty Drivers will not consume alcohol within eight hours prior to assuming duty nor at any time during their assigned duty cycle.

f. The CDO will:

(1) Be a non-production Headquarter's member E-6 and above that is qualified after standing an Under-Instruction (UI) Watch for one week.

(2) Act as the central after hours command point of contact for all matters pertaining to safety, security, and incident reporting. Report directly to the Command Master Chief and SWO any situation, incident or event affecting any member or property of the command, in accordance with the Navy policy and command instructions.

(3) Be available in the local area at all times by cell phone (within a two hour driving distance from HQ) during his/her assigned watch.

(4) Maintain possession of the CDO binder on his/her person at all times.

(5) Maintain the CDO logbook with entries of events and incidents that occur during the watch.

(6) Supervise the Command Duty Driver.

(7) Turnover CDO watch will be done face-to-face and logged in the CDO logbook. Both the on-coming and off-going CDOs will report to the Executive Officer when the turnover is complete at 0930, and brief him/her on any pertinent information.

g. The Command Duty Driver will:

(1) Be any non-production Headquarters personnel E-6 and below.

(2) The watch relief occurs at 0900 each Monday morning. Each watch will have a primary and an alternate duty driver. The alternate will assume the duties as primary duty driver in the absence of the primary duty driver.

(3) Weekend/Holiday Duty Driver. The person assigned duty driver on Friday (or the day before a holiday) will maintain the duty throughout the weekend/holiday. Mileage is required for each trip. Accurate accounting is required and necessary to allow for proper scheduling of vehicle maintenance. All drivers will ensure accurate entries are made. The assigned duty driver ensures the Duty Van Log is closed out and presented to the CDO no later than close of business on the first workday of the month. A new Duty Van Log will be posted in the Duty Van on the last working day of each month for use during the following month.

(4) The Command Duty Driver will be available at all times during his/her assigned watch for carrying out official command transportation needs. If the duty driver must leave Headquarters and cannot be immediately recalled due to an emergency situation, the Alternate Duty Driver can be used to cover the watch provided he/she knows they have the watch, and the CDO has been briefed and authorizes the duty swap.

h. TAD/leave requests must be submitted via the SWO for CDO watch-standers and Duty Drivers prior to the 20th of each month. If the SWO is not in possession of a TAD/leave request by the 20th, the requesting individual will be responsible for providing his or her own relief.

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i. Anyone desiring to exchange duty must have the approval of the SWO no later than close of business one business day prior to the watch in question. In the event a watch cannot be stood, immediately notify the SWO to arrange a relief.

5. Action. All personnel assigned to NRD Ohio HQ shall know and comply with the provisions of this instruction.



ERIC A. SHAFER

Distribution:

Electronic only, via

<http://www.cnrc.navy.mil/Ohio/Latest-Info.htm>

Copy to:

CDO Binder

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Command Duty Officer Personnel Qualification Standards (PQS)

Name _____ Qualification Start: _____

Qualification Due: _____

1. Administration. Discuss:

- a. Command Watch Instruction. _____
- b. Turnover Procedures. _____
- c. Reference Instructions
contained in the CDO Binder. _____

2. Watch Organization and Procedures. Discuss the duties and responsibilities of the following, and the CDO's relationship toward them:

- a. Senior Watch Officer. _____
- b. Enlisted Watch Bill Coordinator. _____
- c. Duty Lock-up. _____

3. Communications

- a. Discuss proper operation of
the CDO Phone. _____
- b. Demonstrate voicemail retrieval. _____
- c. Demonstrate retrieval of
Emergency Phone numbers. _____
- d. Discuss phone reports to the
Chain of Command. _____
- e. Discuss Special Incident
Reporting requirements and procedures. _____

Enclosure (1)

4. Anti-Terrorism/Force Protection (AT/FP). Discuss the requirements of Force Protection in COMNAVCRUITCOMINST 3300.1 for the following conditions:

a. FPCON Alpha. _____

b. FPCON Bravo. _____

c. FPCON Charlie. _____

d. FPCON Delta. _____

5. Special Incident Reporting Procedures (OPNAVINST 3100.6).

a. Discuss the contents of
OPNAVINST 3100.6. _____

b. Discuss the circumstances
Requiring an OPREP-3 NAVY BLUE and
the reporting timeline. _____

c. Demonstrate the procedures
for drafting and releasing an OPREP-3
NAVY BLUE. _____

d. Discuss the circumstances
requiring an OPREP-3 NAVY UNIT SITREP
and reporting timeline. _____

e. Demonstrate the procedures
for drafting and releasing an OPREP-3
NAVY UNIT SITREP. _____

f. Demonstrate the procedures when receiving report of:

(1) Loss of PII. _____

(2) Vandalism/loss of
Government property. _____

(3) Protesters at Recruiting
Stations. _____

6. Emergency Situations. (COMNAVCRUITCOMINST 3440.1)

- a. Discuss the CDO's responsibility. _____
- b. Discuss when a report is given
to the Navy Region and CNP CDO. _____

7. Active Shooter Reporting Procedures. (COMNAVCRUITCOMINST
3300.1A)

- a. Discuss the CDO procedure in reporting voice report
active shooter incident.
- b. Unit SITREP procedures.

8. SAPR Reporting Procedures. (SECNAVINST 1752.4B)

- a. Discuss restricted procedures.
- b. Discuss unrestricted procedures.

9. After Hours/Weekend Building Entry.

- a. Demonstrate the ability to pull key card access report.
- b. How to contact the base key card access report manager.

10. Securing the Building.

- a. Demonstrate physical securing of the building.
- b. How to contact base security regarding securing the
building.

11. Final Qualifications.

- a. Conduct building walk-thru with
the SWO. _____

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b. Stand at least two instruction watches with two different Qualified CDO's. _____

12. Pre-qualification Screening:

a. Recommended for Qualification Board. Date: _____

I, _____, certify that _____
(Name/Rank) (Name/Rate)

is ready for final qualification by a PQS Board for the position of CDO.

Examiner's Signature _____

13. Record of Qualification.

a. Qualification Board: Date: _____

We certify the examinee to be fully qualified for the position of Command Duty Officer.

Board Member (Name/Rank/Rate) (Signature/Date)

Board Member (Name/Rank/Rate) (Signature/Date)

Board Member (Name/Rank/Rate) (Signature/Date)

Board Member (Name/Rank/Rate) (Signature/Date)

b. Reviewed:

Training Officer (Signature/Date)

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c. Approved:

Senior Watch Officer

(Signature/Date)

d. Service Record Entry:

Command Administrator

(Signature/Date)